

**Addendum to Agency Leave Policy**  
*Effective* \_\_

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

On January 28, 2008, President Bush signed into law a new provision under the Family Medical Leave Act (FMLA) that grants leave in some circumstances to employees who have family members in the military. Employees who are otherwise eligible for FMLA leave may be able to take leave when they have a family member who is:

- 1) called into active duty in the military; or
- 2) injured in the course of military service.

Active Duty Family Leave

If you have a spouse, parent, or child who has been called to or is on active duty in the Armed Forces, you may be eligible for up to 12 weeks of FMLA leave in certain circumstances.

Injured Servicemember Leave

If you have a spouse, parent, child, or next of kin of a servicemember who was injured in the line of duty, you may be eligible for up to 26 weeks of FMLA leave. Qualifying employees may be entitled to take up to 26 weeks of leave-including traditional FMLA leave and active duty family leave- in a 12- month period.

Eligible Employees

Employees who request either type of military FMLA must meet the same eligibility requirements as employees who request leave under FMLA. The employee 1) must have been an employee of the State for at least 12 months and 2) worked at least 1250 hours in the 12 months prior to taking the leave.

Additional eligibility requirements may apply to the new types of military leave. Please contact \_\_ with any questions you have.